



Position Description – Manager, First Peoples Workforce Development

Position Details

Position Title:	Manager, First Peoples Workforce Development	
College/Portfolio:	People and Culture	School/Group: Capability and Employee Experience
Campus Location:	Primarily based at City campus, and the potential to work across other RMIT campuses as required.	
Classification:	HEW 9	Time Fraction: 1 FTE
Employment Type:	Continuing	
Identified role:	Must identify as an Australian Aboriginal and/or Torres Strait Islander person	
Reporting Line:	Head of Capability, Inclusion and Leadership	
No. of Direct reports:	1+	

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located. We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures. RMIT also recognises and acknowledges the laws of Bundjil, the Kulin Nation's ancestral creator, who travels as an eagle hawk. These laws help all RMIT staff to respectfully work, live and study on Aboriginal country.

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The People and Culture portfolio is comprised of a team of strategic HR professionals who provide outstanding, client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The People team operate in a manner that supports the RMIT values and achievement of the RMIT Next Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the People team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

The Capability and Employee Experience team delivers a range of planned, data driven, evidence-based initiatives that positively impact the University's culture, uplift capability and improve the employee experience with a particular focus on employee voice and diversity and inclusion. The Capability and Employee Experience team works across all employee levels from emergent to executive providing facilitation, coaching, insight and learning expertise. The Capability, Inclusion and Leadership team, to which this position reports, delivers, leadership organisational workforce development, inclusion and capability initiatives aligned to RMIT's Knowledge with Action Strategy.

Position Summary

The Manager, First Peoples Workforce Development leads the design and transformation of RMIT's Aboriginal and Torres Strait Islander Workforce Development Plan, with a clear purpose to advance Aboriginal and Torres Strait Islander employment, leadership and cultural outcomes across the University. The role drives measurable improvements in recruitment, development, progression and retention, partnering across the Indigenous Staff Network (ISN), Colleges, Portfolios and community to embed sustainable pathways and strengthen accountability. Through influencing decision-making and system-level change, the role ensures commitments translate into sustained outcomes, contributing to a culturally safe, inclusive and high-performing environment aligned to RMIT's strategic priorities and transition to Responsible Practice.

Key Accountabilities

- Lead the development, implementation and evolution of RMIT's Aboriginal and Torres Strait Islander Workforce Development Plan, setting clear direction and outcomes informed by Treaty and aligned to RMIT's strategic priorities.
- Drive measurable improvements in Aboriginal and Torres Strait Islander employment outcomes, including recruitment, retention, progression and leadership representation, using data and insight to inform action.
- Shape and influence enterprise-wide workforce practices to improve Aboriginal and Torres Strait Islander employment outcomes, embedding Responsible Practice and culturally safe approaches into decision-making and systems.
- Partner with Colleges and Portfolios to embed local Aboriginal and Torres Strait Islander employment plans, distributing ownership and accountability for delivery and outcomes.
- Build trusted relationships with the Indigenous Staff Network (ISN), stakeholders and community partners, ensuring Aboriginal and Torres Strait Islander perspectives inform workforce design and implementation.
- Provide expert advice and coaching to leaders across RMIT's colleges and portfolios, strengthening capability to lead culturally safe teams and deliver on Aboriginal and Torres Strait Islander employment commitments.
- Design and deliver initiatives that strengthen sustainable talent pathways for Aboriginal and Torres Strait Islander staff, from attraction through to leadership.
- Contribute to organisational capability by embedding inclusive and culturally safe practices and building understanding of Aboriginal and Torres Strait Islander employment priorities across the University.

Key Selection Criteria

Essential

- Must be of Australian Aboriginal and/or Torres Strait Islander heritage, with demonstrated cultural capability and integrity, including the ability to build trust and work respectfully with Aboriginal and Torres Strait Islander peoples and communities.
- Demonstrated understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, with the ability to communicate sensitively and effectively and apply this understanding in workforce design and decision-making.
- Demonstrated ability to lead initiatives that deliver measurable improvements in Aboriginal and Torres Strait Islander employment outcomes, including recruitment, retention, progression and leadership pathways.
- Proven capacity to influence and partner with senior leaders to shape decision-making and embed accountability in complex organisational environments.
- Strong understanding of Aboriginal and Torres Strait Islander workforce priorities, including cultural safety, self-determination and equitable employment outcomes.
- Experience designing and embedding workforce or organisational initiatives that translate strategy and plans into sustained behavioural and system change.
- Ability to use data, insight and evidence to inform decision-making and track progress against workforce outcomes.

Desirable

- Experience contributing to or leading Aboriginal and Torres Strait Islander employment or workforce development plans within a large or complex organisation.
- Understanding of Responsible Practice and its application in organisational systems, policies and ways of working.
- Experience working in partnership with Aboriginal and Torres Strait Islander communities, stakeholder groups or networks to co-design and deliver outcomes.

Qualifications

Relevant tertiary qualification in human resources, organisational development, public policy or a related discipline, or an equivalent combination of qualifications and experience.

This is an Aboriginal and/or Torres Strait Islander Designated Position, classified under 'special measures' of section 12 of the Equal Employment Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply. The successful applicant is required to provide confirmation of their Australian Aboriginal and/ or Torres Strait Islander heritage.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.